

**MINUTES**  
**RIVERSIDE AIRPORT COMMISSION MEETING**  
**Art Pick Council Chamber**  
**Thursday, September 12, 2019, 3:00 p.m.**

Members Present - Commissioners, Courts, Contreras, Greene,  
Butler, Bloch,

Members Absent - Thompson, Randleman and Vazquez

**CALL TO ORDER**

Chairperson Courts called the meeting to order at 3:04 p.m.

Pledge of Allegiance

**ITEM NO. 1: PUBLIC COMMENT**

No public comment at this time

**APPROVAL OF MINUTES**

**ITEM NO. 2: MINUTES OF MAY 8, 2019**

**A MOTION WAS MADE** by Commissioner Butler to approve the Minutes of May 8, 2019. The motion was **SECONDED** by Commissioner Bloch. **AYES**, Commissioners Courts, Bloch, Contreras, Greene and Butler.

**DISCUSSION AND ACTION ITEMS**

**ITEM NO. 3: DISCUSSION REGARDING MEETING ABSENCES FOR THE MAY 8, 2019 REGULAR SCHEDULED MEETING, COMMISSIONERS BUTLER, GREENE AND VAZQUEZ**

Commissioner Herman Greene inquired about a clearer form of communication when informing the Commission of the next scheduled meeting. Commissioner Courts reassured Greene that emails and mailings are in place and that any questions or notifications of absences should be addressed with the Airport Administrative Office.

**ITEM NO. 5: DISCUSSION AND ACTION REGARDING BI-MONTHLY AIRPORT COMMISSION MEETING SCHEDULING**

Courts gave details on the benefits of bi-monthly meetings such as

**A MOTION WAS MADE** by Commissioner Bloch to approve the start of the bi-monthly Airport Commission Meeting starting November 14, 2019. The motion was **SECONDED** by Commissioner Greene. **AYES**, Commissioners Courts, Bloch, Contreras, Greene and Butler.

**AIRPORT MANAGER'S REPORT**

**ITEM NO. 5: OPERATION AND ACTIVITY UPDATE**

Airport Manager Kim Ellis addressed the Airport Commission on the Airport Managers Report by first addressing Aircraft operations comparing January to July 2018 to January to July 2019. Ellis stated that the numbers were down for the year according to the current report by about 2%. However, Ellis did forecast that the numbers should be up by the end of the year for the third consecutive year.

Ellis identified the budget numbers confirming that expenses were under budget and exceeded revenue for the fiscal year of 2018-2019. Ellis stated that the revenue that exceeded projections goes into a revenue fund that appropriates to infrastructure repairs.

Ellis spoke about the July 16 City Council amendment approval of the \$100 per month increase for the next three years with the Van Buren Golf Center.

Ellis gave the Airport Commission background information on a future agreement with StratosShare, Inc. to allow the pre-positioning of up to 10 hydrogen-powered vehicles in the Airport parking lot.

Ellis spoke of the Through the Fence Agreement with California Baptist University for the off Airport property located on Airport Drive.

Ellis spoke about the closure of the Closed Circuit Television project and its benefit to the security of the Airport.

Ellis then reported on the repair of pavement project at the Port-A-Port tiedowns. Ellis eluded that a bid will hit the streets shortly while asking an Airport Commission representative to review the bids that are received. More information on this project in the future.

Ellis informed all of a future endeavor in taking 2.5 acres of aviation use land on the Northside of the Airport and designating it to non-aviation use for a future hotel and possible supporting business. A design team is looking into proposal possibilities with intention for bids. Ellis confirmed that this is a long process and could take up to six months for FAA approval.

Ellis described the completion of the upgrade to the perimeter gate card system. Ellis informed all that the current gate system is controlled in house and has been overall received well.

Commissioner Al Contreras asked about the possible increased training activities with CBU (California Baptist University) in reference to the Through the Fence Agreement. Ellis confirmed that CBU is growing their Aviation Department rapidly with the hiring of seven flight instructors this year, twelve new airplanes and the acquisition of a very expensive flight simulator. Contreras asked if there would be increased air traffic during the day and night given CBU'S growth. Ellis could not give an exact number but will contact CBU for an estimation if any.

Contreras asked about the proposal for a hotel for housing. Ellis confirmed that this project would be a more in the lines of a commercial hotel like a Holliday Inn Express. Contreras then asked if the hotel project was to help introduce charter plane activity. Ellis confirmed that the infrastructure was not in place to accommodate access such as ramps and taxiways for such traffic.

Commissioner Ron Courts asked if the updated camera system was monitored by the Riverside Police Department. Ellis confirmed that the Police Department does have access to the Airports security system. Courts asked if a hydrogen fueling station would be set up at the Airport in reference to the discussion with StratosShare, Inc. General Services Director Carl Carey confirmed that the Riverside Corporation Yard has currently a hydrogen filling station at its fuel station.

Commissioner Greene asked about the increase of activity for CBU's growth will affect hangar space at the Riverside Airport. Ellis confirmed that CBU currently parks outside and the Westside Development project is looking at potentially construct 120 hangars, which CBU may or may not utilize. Contreras asked if there was an increase in CBU maintenance hangars noise increases after hours. Ellis confirmed that the number of CBU aircraft has not changed so no increase in noise from their respective maintenance hangars.

**ONGOING ISSUES**

None at this time.

**MISCELLANEOUS ANNOUNCEMENTS**

Courts informed all about the upcoming Riverside Youth Innovation Lab being held at the Airport on Saturday October 19 from 10:00am-3:00pm. Courts spoke about the Youth Innovation Lab as a free hands on learning experience similar to a S.T.E.M. fair.

**FUTURE AGENDA ITEMS**

None at this time.

**ITEM NO. 7:      ADJOURNMENT**

The meeting adjourned at approximately 3:30 P.M.

As recorded.